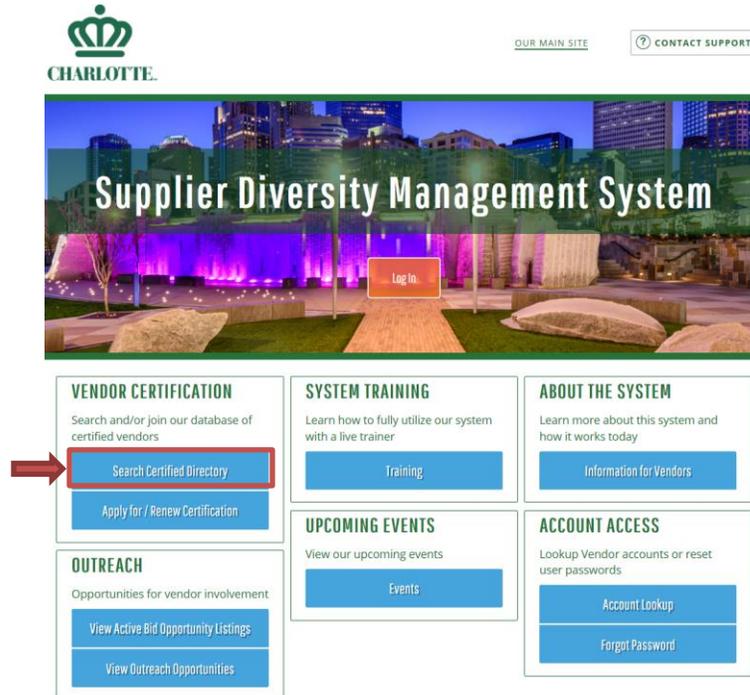


How to Search for a Vendor by Contact Name Not Logged into the System

1. Go to <https://charlotte.diversitycompliance.com/>
2. Click on Search Certified Directory



3. Under Certifications, place a check mark in Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Woman Business Enterprise (WBE) to search the City of Charlotte Certified Directory

Search by Certification Type

Certifications

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

} City of Charlotte
Certified Directory

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Phone Area Code

Search by Reference

Ethnicity

Gender

4. Under Search by Contact Person type the contact first name and/or last name in the appropriate field (Note: You do not have to type the entire name, it can be partial. If you only know the first name or last name you can search with one name listed)

Search by Certification Type

Certifications

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

City of Charlotte
Certified Directory

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Click to Lookup Commodity Codes

Search by Contact Person

Contact Person/Owner

First name

geo

Tip: Use the first letter.

Last name

dan

Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Select one or ▾

Phone Area Code

Search by Reference

Ethnicity

Select one or more ▾

Gender

Select one or more ▾

Search

Download Entire Directory

5. Click "Search"

Search by Certification Type

Certifications

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

} City of Charlotte
Certified Directory

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Phone Area Code

Search by Reference

Ethnicity

Gender

- Click on the Certification that is highlighted to review the business name and basic contact information is displayed

Search Parameters Edit Parameters Clear Parameters

Certifications	Minority Business Enterprise (MBE) Small Business Enterprise (SBE) Women Business Enterprise (WBE)
Contact Person/Owner	geo dan

Search Again Download Search Results

Search Results 1 firm with 1 certification found
Click the certification type for contact information and certification details

Vendor	Location	Certification
NEW BEGINNING LANDSCAPE, LLC	CHARLOTTE, NC	 SBE

- Business information displayed on the screen

Certified Profile CLOSE WINDOW Print

Business & Contact Information

Business Name	NEW BEGINNING LANDSCAPE, LLC
Owner	GEORGE DANIELS
Address	11438 LARIX DRIVE CHARLOTTE, NC 28273 Map This Address
Phone	704-400-4930
Fax	704-504-3115
Email	GDANIELS@CAROLINA.RR.COM
Ethnicity	Black American
Gender	Male

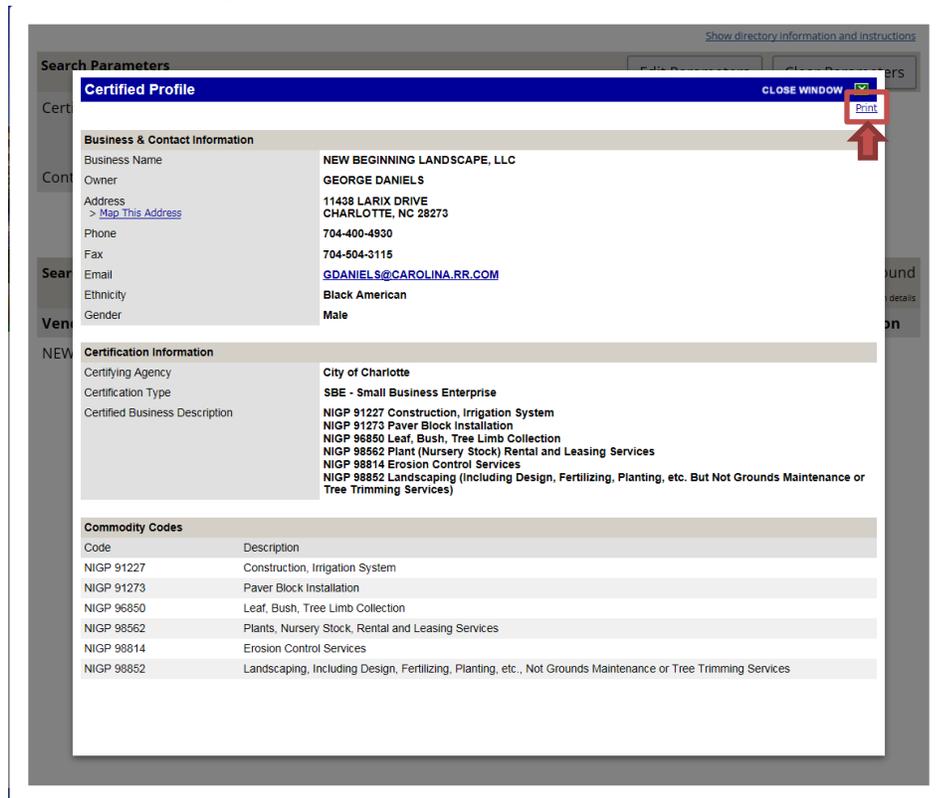
Certification Information

Certifying Agency	City of Charlotte
Certification Type	SBE - Small Business Enterprise
Certified Business Description	NIGP 91227 Construction, Irrigation System NIGP 91273 Paver Block Installation NIGP 96850 Leaf, Bush, Tree Limb Collection NIGP 98562 Plant (Nursery Stock) Rental and Leasing Services NIGP 98814 Erosion Control Services NIGP 98852 Landscaping (Including Design, Fertilizing, Planting, etc. But Not Grounds Maintenance or Tree Trimming Services)

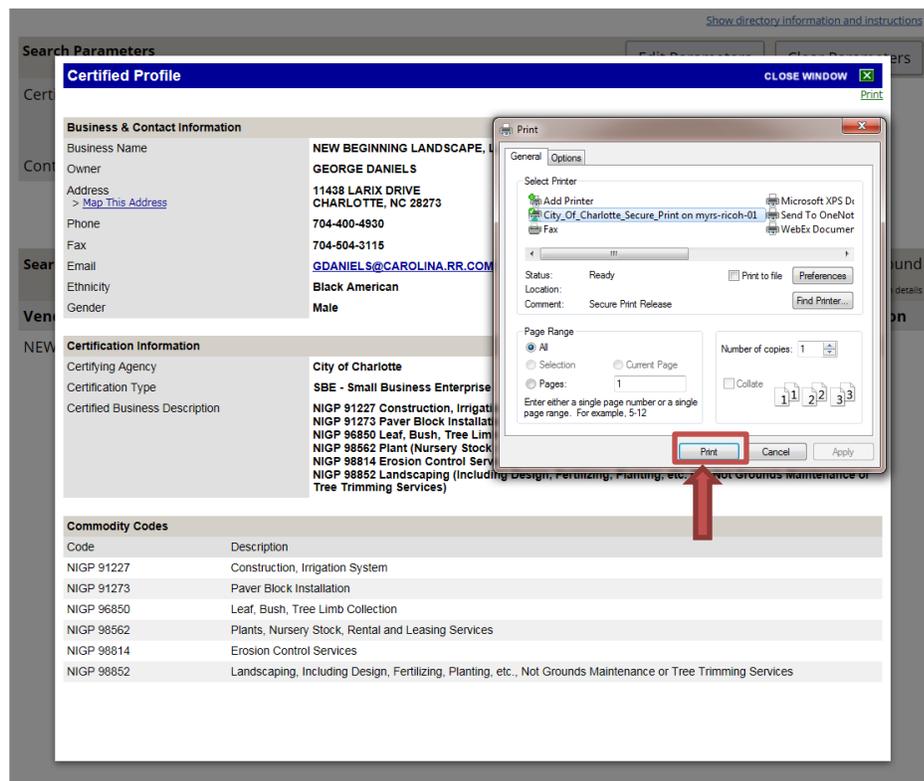
Commodity Codes

Code	Description
NIGP 91227	Construction, Irrigation System
NIGP 91273	Paver Block Installation
NIGP 96850	Leaf, Bush, Tree Limb Collection
NIGP 98562	Plants, Nursery Stock, Rental and Leasing Services
NIGP 98814	Erosion Control Services
NIGP 98852	Landscaping, Including Design, Fertilizing, Planting, etc., Not Grounds Maintenance or Tree Trimming Services

8. Click "Print" in the upper right corner



9. Highlight your printer and click "Print"



10. Click "Close Window"

The screenshot shows a web application window titled "Certified Profile". The window has a blue header bar with the title and a "CLOSE WINDOW" button with a close icon (X) on the right. A red box highlights the "CLOSE WINDOW" button, and a red arrow points to it from above. The main content area is divided into several sections:

- Business & Contact Information:**
 - Business Name: NEW BEGINNING LANDSCAPE, LLC
 - Owner: GEORGE DANIELS
 - Address: 11438 LARIX DRIVE, CHARLOTTE, NC 28273
 - Phone: 704-400-4930
 - Fax: 704-504-3115
 - Email: GDANIELS@CAROLINA.RR.COM
 - Ethnicity: Black American
 - Gender: Male
- Certification Information:**
 - Certifying Agency: City of Charlotte
 - Certification Type: SBE - Small Business Enterprise
 - Certified Business Description: NIGP 91227 Construction, Irrigation System; NIGP 91273 Paver Block Installation; NIGP 96850 Leaf, Bush, Tree Limb Collection; NIGP 98562 Plant (Nursery Stock) Rental and Leasing Services; NIGP 98814 Erosion Control Services; NIGP 98852 Landscaping (including Design, Fertilizing, Planting, etc. But Not Grounds Maintenance or Tree Trimming Services)
- Commodity Codes:**

Code	Description
NIGP 91227	Construction, Irrigation System
NIGP 91273	Paver Block Installation
NIGP 96850	Leaf, Bush, Tree Limb Collection
NIGP 98562	Plants, Nursery Stock, Rental and Leasing Services
NIGP 98814	Erosion Control Services
NIGP 98852	Landscaping, Including Design, Fertilizing, Planting, etc., Not Grounds Maintenance or Tree Trimming Services

11. Click "Clear Parameters"

The screenshot shows a search results page. At the top right, there is a link "Show directory information and instructions". Below it are two buttons: "Edit Parameters" and "Clear Parameters". The "Clear Parameters" button is highlighted with a red box, and a red arrow points to it from below. The search parameters are displayed as follows:

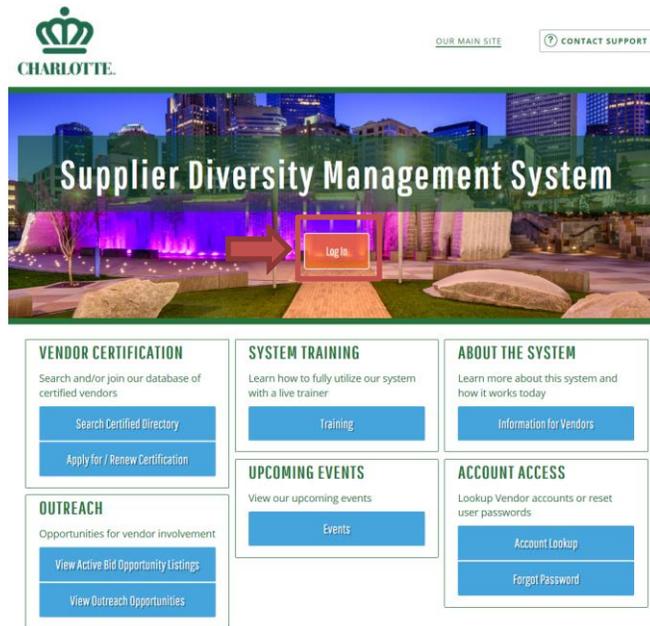
- Search Parameters:**
 - Certifications: Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)
 - Contact Person/Owner: geo dan
- Buttons: Search Again, Download Search Results
- Search Results:** 1 firm with 1 certification found. Click the certification type for contact information and certification details.
- Table:**

Vendor	Location	Certification
NEW BEGINNING LANDSCAPE, LLC	CHARLOTTE, NC	SBE

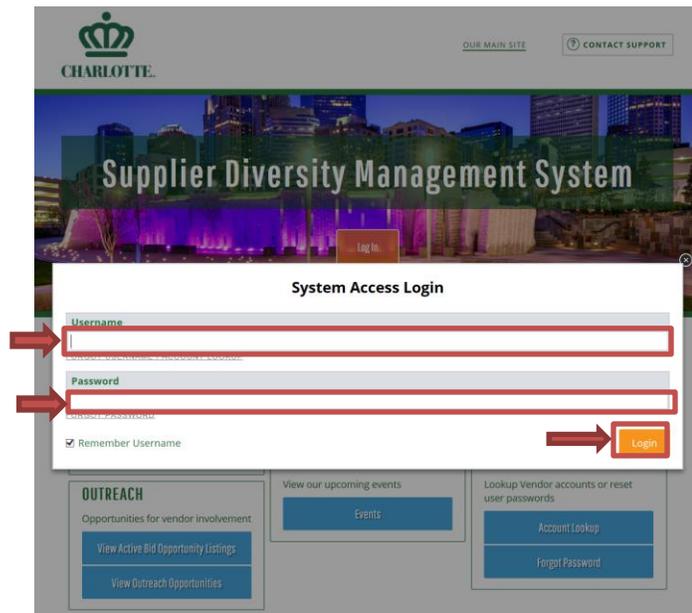
12. Conduct another search if needed, if no additional searches are needed close the program.

How to Search for a Vendor by Contact Name While Logged into the System

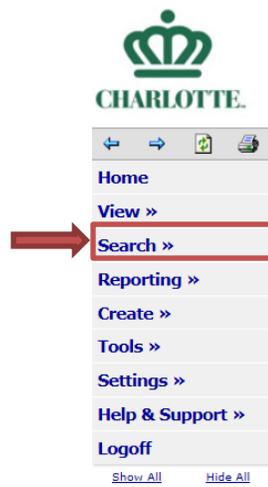
1. Go to <https://charlotte.diversitycompliance.com/>
2. Log In the system



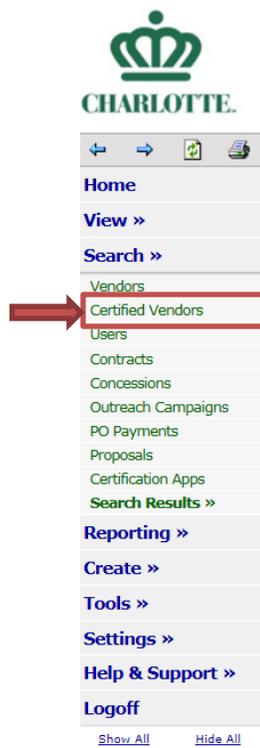
3. Type in username and password credentials to gain access to B2GNow and click Login



4. Click "Search" located on the left side of the screen



5. Click on Certified Vendors



6. Type in the contact person first / last name (Note: partial name can be entered for the search)



- Home
- View »
- Search »
 - Vendors
 - Certified Vendors
 - Users
 - Contracts
 - Concessions
 - Outreach Campaigns
 - PO Payments
 - Proposals
 - Certification Apps
 - Search Results »
- Reporting »
- Create »
- Tools »
- Settings »
- Help & Support »
- Logoff
 - [Show All](#)
 - [Hide All](#)

Quick Search Options

Click a button to initiate an immediate search:

(mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON



First name Last name Contact Type

CITY

STATE/PROVINCE

ZIP CODE/POSTAL CODE

Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

Directory match option:

CERTIFICATION ACTION

CERTIFICATION STATUS

Optional Process Step:

Optional Date Range: to (mm/dd/yyyy)

- Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.
- Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.
- Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER

INCLUDE EXPANSIONS

Include expansion records in search results

Logged on as:

- Click the drop-down box under the Certification Parameters and select only City of Charlotte to view certified firms for the City of Charlotte



- [Home](#)
- [View »](#)
- [Search »](#)
- [Vendors](#)
- [Certified Vendors](#)
- [Users](#)
- [Contracts](#)
- [Concessions](#)
- [Outreach Campaigns](#)
- [PO Payments](#)
- [Proposals](#)
- [Certification Apps](#)
- [Search Results »](#)
- [Reporting »](#)
- [Create »](#)
- [Tools »](#)
- [Settings »](#)
- [Help & Support »](#)
- [Logoff](#)
- [Show All](#)
- [Hide All](#)

Quick Search Options

Click a button to initiate an immediate search:

(mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON

First name
 Last name
 Contact Type

CITY

STATE/PROVINCE

ZIP CODE/POSTAL CODE

Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

[Select all]

City of Charlotte

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)

North Carolina Unified Certification Program

- Airport Concessionaire Disadvantaged Business Enterprise (...)
- Disadvantaged Business Enterprise (DBE)

State of North Carolina

- Historically Underutilized Business (HUB)

CERTIFICATION ACTION

CERTIFICATION STATUS

ASSIGNED CERTIFICATION OFFICER

INCLUDE EXPANSIONS

Include expansion records in search results

Logged on as: ..

8. Click "Search All Matches"



- Home
- View >>
- Search >>
- Vendors
- Certified Vendors
- Users
- Contracts
- Concessions
- Outreach Campaigns
- PO Payments
- Proposals
- Certification Apps
- Search Results >>
- Reporting >>
- Create >>
- Tools >>
- Settings >>
- Help & Support >>
- Logoff
- Show All
- Hide All

Search First 20 Matches **Search All Matches** Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory Certified Directory as of: (mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA
Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON
First name: Last name: Contact Type:

CITY

STATE/PROVINCE

ZIP CODE/POSTAL CODE
Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS
Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

Directory match option:

CERTIFICATION ACTION

CERTIFICATION STATUS

Optional Process Step:

Optional Date Range: to (mm/dd/yyyy)

Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.
 Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.
 Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER

INCLUDE EXPANSIONS Include expansion records in search results

Logged on as: [Name](#)

9. Click "Export"

Search: Certified Vendors [Help & Tools](#)

Users **Vendors** Contracts Concessions Proposals Outreach Payments

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort click column title. To filter click drop down menu.

Business Name	Location	Phone Number	Agency & Type	Status	Actions
NEW BEGINNING LANDSCAPE, LLC	CHARLOTTE, NC	704-400-4930	Charlotte SBE Charlotte SBE	Active Deactivated	Go To ... 20256001

1 - 1 of 1 record displayed: Page 1

Search Again Add New Vendor Add to Outreach Add to Vendor List Add to Proposal Save Search Parameters **Export**

Send Certification Letters Message -- Select a vendor contact type -- Contacts Go

10. Place a check mark in all boxes that you want exported

Vendor Fields

Business name always included in export. [Select All](#) [Unselect All](#)

<input type="checkbox"/> DBA Name	<input type="checkbox"/> General Business Description
<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Primary Owner
<input checked="" type="checkbox"/> Fax	<input type="checkbox"/> Date Established
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Date Incorporated
<input type="checkbox"/> Address	<input type="checkbox"/> Full Time Employees
<input type="checkbox"/> City	<input type="checkbox"/> Part Time Employees
<input type="checkbox"/> State/Province	<input type="checkbox"/> FEIN
<input type="checkbox"/> Zip Code/Postal Code	<input type="checkbox"/> System Vendor Number
<input type="checkbox"/> Website	

Fields below will take longer to export. [Select All](#) [Unselect All](#)

<input type="checkbox"/> County	<input type="checkbox"/> Company Ethnicity
<input type="checkbox"/> Company Type	<input type="checkbox"/> Company Gender
	<input type="checkbox"/> External Reference Numbers

Certification Fields

One record per firm (certification fields below will **not** be included in export) [Select All](#) [Unselect All](#)

One record per certification

<input checked="" type="checkbox"/> Certifying Agency	<input checked="" type="checkbox"/> Certification Date
<input checked="" type="checkbox"/> Certification Type	<input checked="" type="checkbox"/> Certification Renewal
<input checked="" type="checkbox"/> Certification Action	<input checked="" type="checkbox"/> Certification Expiration
<input checked="" type="checkbox"/> Certification Status	<input type="checkbox"/> Certification Number
<input type="checkbox"/> Approval Date	<input type="checkbox"/> Certified Description

Advanced Fields - included only for certifications processed by this organization. [Select All](#) [Unselect All](#)

<input type="checkbox"/> Application Date	<input type="checkbox"/> Denied - Status & Date
<input type="checkbox"/> Assigned to Staff - Status & Date	<input type="checkbox"/> Denied Letter - Status & Date
<input type="checkbox"/> Gross Receipts Review - Status & Date	<input type="checkbox"/> Decertified - Status & Date
<input type="checkbox"/> Personal Net Worth Review - Status & Date	<input type="checkbox"/> Decertified Letter - Status & Date
<input type="checkbox"/> Eligibility Requirements - Status & Date	<input type="checkbox"/> Appealed - Status & Date
<input type="checkbox"/> Screening of Supporting Documents - Status & Date	<input type="checkbox"/> Appeal Receipt Letter - Status & Date
<input type="checkbox"/> Document Request Letter - Status & Date	<input type="checkbox"/> Appeal Decision - Status & Date
<input type="checkbox"/> Document Verification Letter - Status & Date	<input type="checkbox"/> Appeal Decision Letter - Status & Date
<input type="checkbox"/> Desk Audit - Status & Date	<input type="checkbox"/> Pending Graduation - Status & Date
<input type="checkbox"/> Information Request Letter - Status & Date	<input type="checkbox"/> Graduation Letter - Status & Date
<input type="checkbox"/> To Committee/Board - Status & Date	<input type="checkbox"/> Graduation - Status & Date
<input type="checkbox"/> Final Decision - Status & Date	<input type="checkbox"/> Graduation Reason
<input type="checkbox"/> Final Decision Reason	<input type="checkbox"/> Withdrawn - Status & Date
<input type="checkbox"/> Final Decision Comments	<input type="checkbox"/> Withdrawn Letter - Status & Date
<input type="checkbox"/> Data Input - Status & Date	<input type="checkbox"/> Deactivated - Status & Date
<input type="checkbox"/> Data Input Comments	<input type="checkbox"/> Renewal/Recertification Letter - Status & Date
<input type="checkbox"/> Published to Directory - Status & Date	<input type="checkbox"/> Certified Since
<input type="checkbox"/> Published to Directory Comments	<input type="checkbox"/> Expiration Setting
<input type="checkbox"/> Approved - Status & Date	<input type="checkbox"/> (Auto) Extension Data
<input type="checkbox"/> Approval Letter - Status & Date	

Fields below will take longer to export. [Select All](#) [Unselect All](#)

<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Commodity Codes with Descriptions
<input type="checkbox"/> Gender	<input type="checkbox"/> Certification Officer/Analyst
<input type="checkbox"/> Commodity Codes	<input type="checkbox"/> System Certification ID

Export Records Save Export Parameters Return to Search Results Search Again

11. Click Export Records



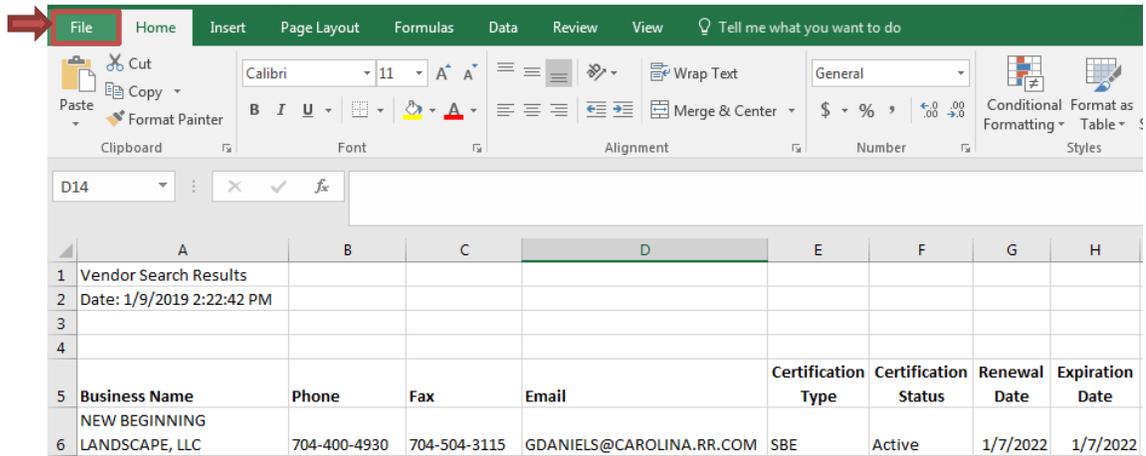
12. Click "Open"



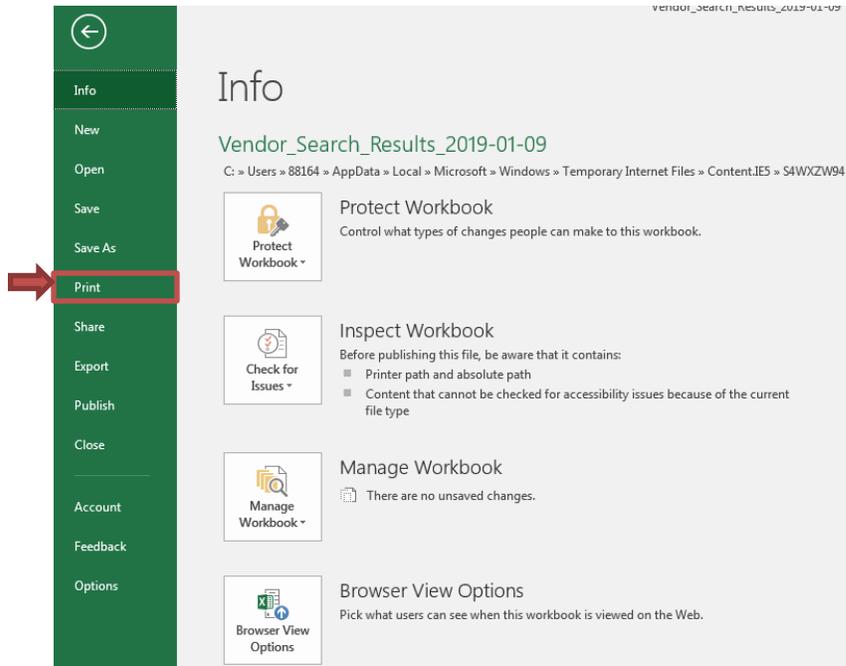
13. Excel file will open. Format the results for view

	A	B	C	D	E	F	G	H
1	Vendor Search Results							
2	Date: 1/9/2019 2:22:42 PM							
3								
4								
5	Business Name	Phone	Fax	Email	Certification Type	Certification Status	Renewal Date	Expiration Date
6	NEW BEGINNING LANDSCAPE, LLC	704-400-4930	704-504-3115	GDANIELS@CAROLINA.RR.COM	SBE	Active	1/7/2022	1/7/2022

14. Click "File" in the upper left corner



15. Click "Print" on the left side of the screen



16. Click "Print"

